**October Count 2013**

Student Submissions

October Count is the official student membership count for all Colorado Public School Districts mandated by CDE. Each student needs to be enrolled, have a schedule, and be in attendance as of October 1st. When these three criteria are met, the district receives approximately $6,400 in per pupil operating revenue.

The official Count Day is Tuesday, October 1, 2013. The October Count window is 9/24/13-10/8/13.

If a student meets the above criteria and then misses THE ENTIRE 11-day COUNT WINDOW, the Student Submissions Team (SST) will generate the truancy notices and send them to Sarah Friend categorized by school. Students must miss the entire window: If a student shows up for even a period, then they do not receive a truancy notice. If a teacher forgets to take attendance, IC will default to the student being present, so even if you know they missed the entire count window, by state standards they were present and DPS will receive the funding for them.

(This is not the same process as filing for truancy court. You may need to file for truancy court for some of these students, and you can use the truancy notice that is generated by SST, but then you must complete the other paperwork as well in order for it to be filed for court.)

SST will pull the data from IC by 10/8/13 and will complete the truancy notices. The truancy notices will be sent to you by email from Sarah Friend. You will receive both an English and Spanish truancy notice; you can send whichever is applicable to the family, and do not need to send both. Some schools may not have any students that meet the criteria for October Count.

You will print the truancy notices, sign them, and have them notarized **by Thursday October 10th**. You have a very short window to complete this task, but it is VITAL that it be done so that we can receive funding for our students. If you do not have a notary in your building, check with nearby schools, or there are notaries at Fox Street (Barb Skeens, Liz Jagiello) and 900 Grant (Pam Benik in Legal). Your OC contact at each school has been instructed to provide assistance, too, if they are able.

Once the truancy notices are completed, you will make two copies: You will send the original to the student/family, you will keep one for your records, and you will provide one to the October Count point-of-contact in your building (often this is one of your secretaries—they should be communicating to you throughout this process as you and the school staff need to be looking for missing students for Count purposes). The school point-of-contact for October Count will be turning all the documents in to SST on Friday 10/11/13.

This can be a confusing process and sometimes there are unique situations that you may need clarification for; please contact any of the three SST members (Sarah Doze, Ruth Faris, or Kharis Eppstein) with specific questions or concerns. [Octobercount@dpsk12.org](mailto:Octobercount@dpsk12.org) or (720)424-5470.